

**SPECIAL PROJECT & STIPEND PAY REQUEST FORM & LOG**

(Submit to the Director of Teaching and Learning at the District Office)

This form is intended to be used when a staff member is seeking pre-approval to work on a Special Project outside the school day and be compensated for their time at the rate specified in the current Teacher Handbook, either through the Special Project Pay rate or an agreed upon Stipend. Please fill out this form by making a copy of it and typing in the form. For projects that will be going (ie: mentoring, tutoring, etc.), staff will need to fill out this form once and then fill out the Special Project & Stipend Pay Log (page 2) on a monthly basis.

<b>Project Description:</b> be sure to include <i>Where the work</i> will occur, the <i>Intended Outcome(s)</i> , and <i>Timeline</i> for the work (please be clear with anticipated start and end dates)	
<b>Compensation:</b> Please state <i>either</i> the Requested number of hours or Total Stipend Amount. If stating Requested number of hours, please know that your hourly rate will be at the Special Project Pay rate (as noted in the Teacher Handbook)	
<b>Account to be charged</b> (get this information from your approving supervisor):	
<b>Requesting staff member:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

===== (Do not write below this line – Office use only) =====

Request Approved		Please note the total amount to be paid:
Request Modified		See highlighted changes above
Request Denied		For the following reason(s):

Items that must be turned in to receive pay:

\_\_\_\_\_  
Signature of Director of Instruction \_\_\_\_\_  
Date

## Special Project & Stipend Pay Log

Staff Member:

Date	Topics	Total Time (in hours)
<i>Ex:</i> 09-04-18	<i>EA/Teacher schedule - creating a schedule to meet all IEP minutes in 1st grade</i>	1
<i>Ex:</i> 09-07-18	<i>Discuss Educlimber Teaching/Review - write ups, accessing info</i>	.5
<i>Ex: September Total</i>		1.5
2019-2020 Mentoring Log		
<b>September Total</b>		
<b>October Total</b>		
<b>November Total</b>		
<b>December Total</b>		
<b>January Total</b>		
<b>February Total</b>		
<b>March Total</b>		
<b>April Total</b>		
<b>May Total</b>		

<b>June Total</b>	
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